

**Relocation Allowances**

**§ 302-7.6**

**Subpart D—Agency Responsibilities**

- 302-7.300 What policies and procedures must we establish for this part?
- 302-7.301 What method of transporting HHG should we authorize?
- 302-7.302 What method of transporting should we authorize for PBP&E?
- 302-7.303 What guidelines must we follow when authorizing transportation of PBP&E as an administrative expense?
- 302-7.304 When HHG are shipped under the actual expense method, and PBP&E as an administrative expense, in the same lot, are separate weight certificates required?

AUTHORITY: 5 U.S.C. 5738; 20 U.S.C. 905(a); E.O. 11609, 36 FR 13747, 3 CFR, 1971-1973 Comp., p. 586.

SOURCE: FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, unless otherwise noted.

**Subpart A—General Rules**

NOTE TO SUBPART A: Use of pronouns “I”, “you”, and their variants throughout this subpart refers to the employee, unless otherwise noted.

**§ 302-7.1 Who is eligible for the transportation and temporary storage of household goods (HHG) at Government expense?**

The following are eligible for the transportation and temporary storage of household goods (HHG) at Government expense when a relocation has been determined to be in the interest of the Government:

- (a) An employee transferred between official duty stations, within or outside the continental United States (CONUS);
- (b) A new appointee to his/her first official duty station within or outside the CONUS;
- (c) An employee being returned to CONUS for separation from an outside CONUS assignment, after completion of an agreed upon period of services;
- (d) An SES employee authorized last move home benefits under § 302-3.304 of this chapter;
- (e) An employee authorized a temporary change of station (TCS).

**§ 302-7.2 What is the maximum weight of HHG that may be transported or stored at Government expense?**

The maximum weight allowance of HHG that may be shipped or stored at

Government expense is 18,000 pounds net weight.

**§ 302-7.3 May HHG be transported or stored in more than one lot?**

Household goods may be transported and stored in multiple lots, however, your maximum HHG weight allowance is based upon shipping and storing all HHG as one lot.

**§ 302-7.4 Does the weight of any professional books, papers and equipment (PBP&E) count against the 18,000 pound HHG weight limitation?**

Yes, the weight on any PBP&E is generally part of and not in addition to the 18,000 pound HHG weight limitation. However, if the weight of any PBP&E causes the lot to exceed 18,000 pounds, the PBP&E may be transported to the new duty station as an administrative expense of the agency. Authorization for such shipment is granted solely at the discretion of the agency and subject to its policies governing such shipment.

**§ 302-7.5 May the 18,000 pound HHG weight limitation be increased if PBP&E are transported as an administrative expense to the agency?**

No, the 18,000 pound HHG weight limitation is mandated by statute and cannot be exceeded. Shipments of PBP&E as an administrative expense to the agency are not subject to the HHG maximum weight allowance.

**§ 302-7.6 What are the authorized origin and destination points for the transportation of HHG and PBP&E?**

The authorized origin and destination points for the transportation of HHG and PBP&E varies by category of employee and are as follows:

TRANSPORTATION OF HHG AND PBP&E	
Category of employee	Authorized origin/destination
(a) Employee transferred between official stations.	Between the old and new official station.
(b) New appointee .....	From place of actual residence to New official station.
(c) Employee returning from outside CONUS assignment for separation from Government service.	Last official station to place of actual residence.
(d) SES last move home benefits.	From last official station to place of Selection.

**§ 302-7.7**

**TRANSPORTATION OF HHG AND PBP&E**

Category of employee	Authorized origin/destination
Temporary change of official station (TCS).	From current official station to TCS location and return.

**§ 302-7.7 May the origin and destination points be other than that prescribed in § 302-7.6?**

Yes, shipments may originate or terminate at any location; however, your reimbursement is limited to the cost of transporting the property in one lot from the authorized origin to the authorized destination.

**§ 302-7.8 Is there a time limit for the temporary storage of an authorized HHG shipment?**

The initial period of temporary storage at Government expense shall not exceed 90 days in connection with any authorized HHG shipment. The HHG may be placed in temporary storage at origin, in transit, at destination, or any combination thereof. However, upon your written request, an additional 90 days may be authorized by the designated agency official. In no case may the maximum time limit for temporary storage exceed 180 days.

**§ 302-7.9 What are some reasons that would justify the additional storage beyond the initial 90-day limit?**

Reasons for justifying temporary storage beyond the initial 90-day limit include, but are not limited to:

- (a) An intervening temporary duty or long-term training assignment;
- (b) Non-availability of suitable housing;
- (c) Completion of residence under construction;
- (d) Serious illness of employee or illness or death of a dependent;
- (e) Strikes, acts of God, or other circumstances beyond the control of the employee; or
- (f) Similar reasons.

**§ 302-7.10 Is property acquired en route eligible for transportation at Government expense?**

No, property acquired en route will not be eligible for transportation at Government expense.

**§ 302-7.11 What is the Government's liability for loss or damage to HHG?**

The Government's liability for loss or damage to HHG is determined by your agency under title 31 U.S.C. 3721-3723 and agency implementing rules and regulations issued pursuant to the law.

**§ 302-7.12 What are the various methods of shipping HHG and how is the weight determined for each type of shipment?**

HHG should be shipped by the most economical method available. The various methods of shipment and weight calculations include the following:

Method of shipment	How weight of shipment is determined
(a) Uncrated (shipped in HHG movers van or similar conveyance).	The net weight will be shown on the bill of lading or weight certificate attached and includes the weight of barrels, boxes, cartons, and similar material used in packing, but does not include pads, chains, dollies and other equipment to load and secure the shipment.
(b) Crated shipments .....	When crated the net weight will not include the weight of the crating material. The net weight will be computed as being 60 percent of the gross weight. However, if the net weight computed in this manner exceeds the applicable weight limitation and if it is determined that, for reasons beyond the employee's control, unusually heavy crating and packing materials were necessarily used, the net weight may be computed at less than 60 percent of the gross weight.
(c) Containerized shipments (Special containers designed, e.g., lift vans, CONEX transporters, HHG shipping boxes, for repeated use).	When the known tare weight does not include the weight of interior bracing and padding materials but only the weight of the container, the net weight will be 85 percent of the gross weight less the weight of the container. If the known tare weight includes such material, so that the net weight is the same as it would be for uncrated shipments in interstate commerce, the net weight will not be subject to reduction.